



## Recruiting Handbook – Hiring Manager

[kenjo.io](https://kenjo.io)



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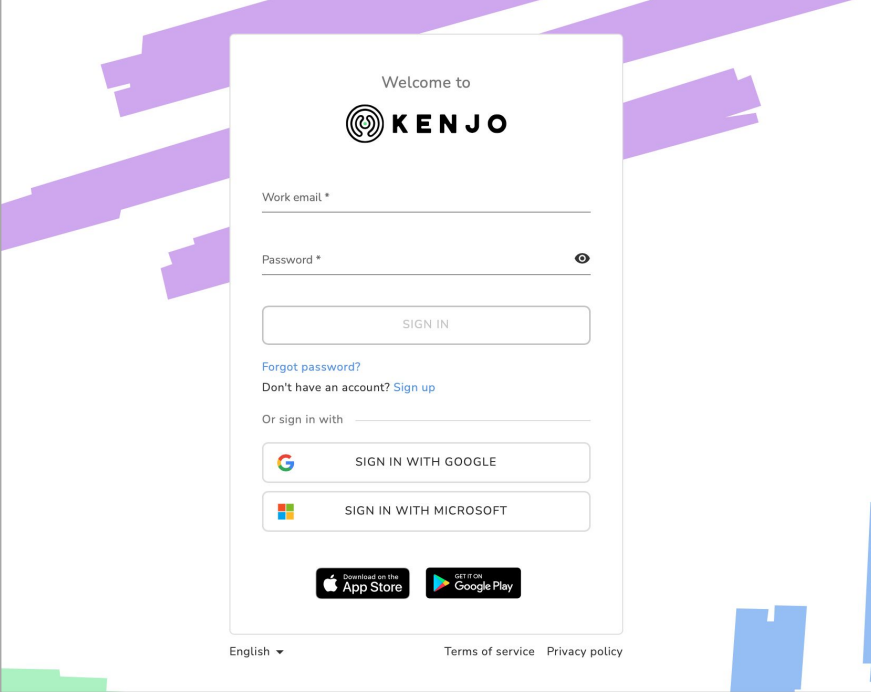
# Introduction

As an HR manager, it is important to understand all the settings you can configure in Kenjo. With this guide, we will walk you through all the tabs in the settings to set up the various functionalities of the software. You will then learn how to use these functionalities when adding a staff member. Think of this as an introduction to our settings.

Please note that this manual is intended for admins only. To really get the most out of it, you should be assigned the Admin profile.

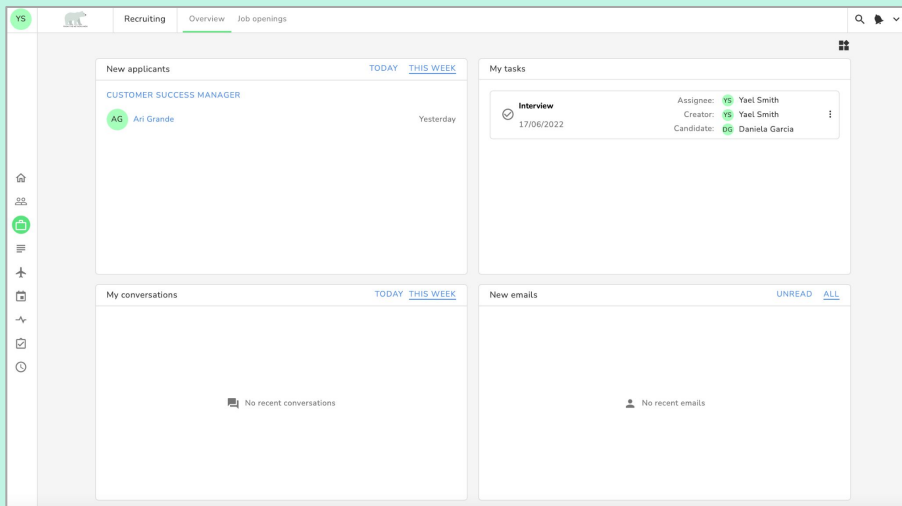
To learn more about each feature, please also visit our [Help Centre](#).

# Login

The image shows a login page for Kenjo. It features a white central card on a light green background with purple and blue brushstrokes. The card contains the Kenjo logo, a 'Welcome to' message, and input fields for 'Work email' and 'Password'. There is a 'SIGN IN' button, a 'Forgot password?' link, and a 'Sign up' link. Below these are options to 'Sign in with Google' and 'Sign in with Microsoft', followed by 'Download on the App Store' and 'GET IT ON Google Play' buttons. At the bottom of the card, there is a language selector set to 'English' and links for 'Terms of service' and 'Privacy policy'.

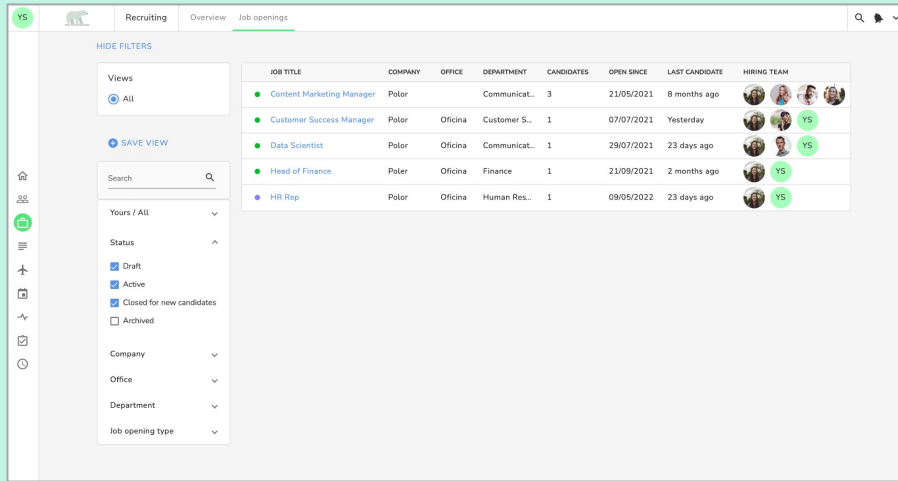
Log in to Kenjo with your work email and password, or use [Single-Sign-On](#).

# Overview



Under **Recruiting > Overview**, you can see **new applicants**, which you can filter for either **TODAY** or **THIS WEEK**. Under **My tasks**, you see your current outstanding tasks. You can **tick** them off, **edit** or **delete** them. Under **My conversations**, you can see the ongoing conversations between you and your coworkers concerning the candidates. Lastly, you can see all your **new emails** concerning the recruitment process.

# Job openings



Y5 Recruiting Overview Job openings

HIDE FILTERS

Views

All

SAVE VIEW

Search

Yours / All

Status

☒ Draft

☒ Active

☒ Closed for new candidates






☐ Archived

Company

Office

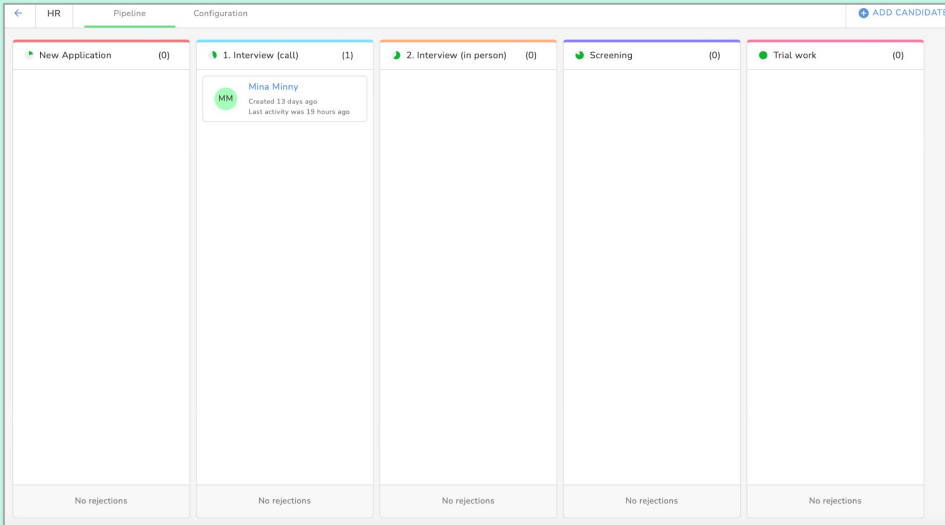
Department

Job opening type

JOB TITLE	COMPANY	OFFICE	DEPARTMENT	CANDIDATES	OPEN SINCE	LAST CANDIDATE	HIRING TEAM
Content Marketing Manager	Polar		Communicat...	3	21/05/2021	8 months ago	
Customer Success Manager	Polar	Oficina	Customer S...	1	07/07/2021	Yesterday	 Y5
Data Scientist	Polar	Oficina	Communicat...	1	29/07/2021	23 days ago	 Y5
Head of Finance	Polar	Oficina	Finance	1	21/09/2021	2 months ago	 Y5
HR Rep	Polar	Oficina	Human Res...	1	09/05/2022	23 days ago	 Y5

Go to [Recruiting > Job openings](#) to view and manage your current job openings. You can click on them to view the pipelines and to edit the job opening.

# Pipeline



When you click on a job opening, you can manage the job opening **pipeline**. Here, you see the different stages of the recruiting process a candidate must go through, and which stages the candidates are currently in. As a hiring manager, you can **move** candidates between stages and **add** new candidates by clicking on **(+) ADD CANDIDATE**.

HR Rep

Total: 1 candidates | Created: Less than one hour ago | Hiring team

JOB DETAILS | APPLICATION FORM | HIRING TEAM | PROMOTE

**Job details**  
Complete the details of the job opening to hire great candidates.

Job title \*  
HR Rep

Custom job URL \*  
<https://polor-hiring.kenjo.io/hr-rep-231590>

Company \*  
Polor

Department  
Human Resources

Office  
Berlin

Job opening type  
Full-time

☐ Remote Work

Job description

Normal | B | I | U | A | X<sub>2</sub> | X<sup>2</sup> | " | ' | | | | | |

Tags  
Alemania + Berlin +

Apply hiring pipeline  
Hiring pipeline  
Hiring pipeline - Director

**Status:**  
Draft  
Active  
Closed for new candidates  
Archived

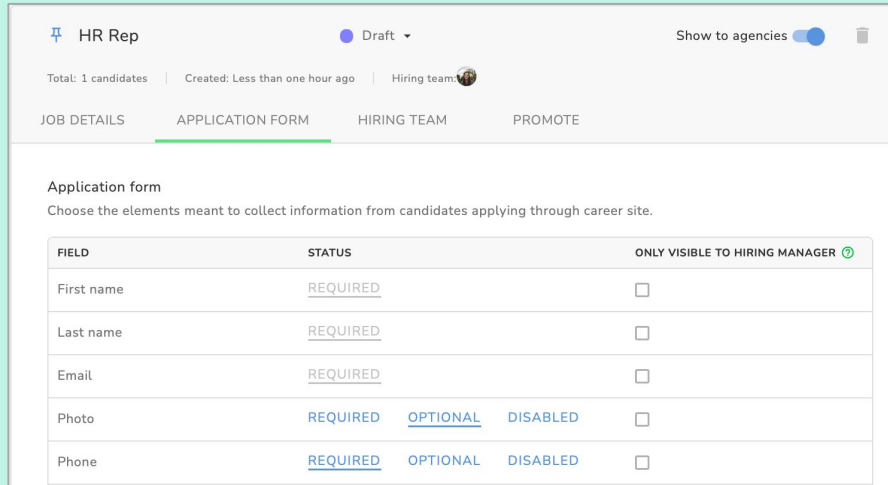
Custom job URL \*  
<https://polor-hiring.kenjo.io/hr-rep-231590>

# Job opening details


Under **Job opening > Configuration**, you can view the job opening details. Here, you can modify the job description. You can also change the status to **"Active"** (for example) in order to publish the job opening in your Kenjo career site by clicking on the status symbol at the top of the page.



# Application form



The screenshot shows the 'Application form' configuration page in the HR Rep system. At the top, there's a header with 'HR Rep', a 'Draft' status indicator, and a 'Show to agencies' toggle switch. Below the header, there's a summary bar showing 'Total: 1 candidates', 'Created: Less than one hour ago', and 'Hiring team: [Avatar]'. The main navigation tabs are 'JOB DETAILS', 'APPLICATION FORM' (which is selected and underlined), 'HIRING TEAM', and 'PROMOTE'. The 'Application form' section has a title and a subtitle: 'Choose the elements meant to collect information from candidates applying through career site.' Below this is a table with three columns: 'FIELD', 'STATUS', and 'ONLY VISIBLE TO HIRING MANAGER' (with a help icon). The table lists five fields: 'First name', 'Last name', 'Email', 'Photo', and 'Phone'. Each field has a 'STATUS' column with links for 'REQUIRED', 'OPTIONAL', and 'DISABLED'. The 'ONLY VISIBLE TO HIRING MANAGER' column has a checkbox for each field.

FIELD	STATUS	ONLY VISIBLE TO HIRING MANAGER 
First name	<a href="#">REQUIRED</a>	<input type="checkbox"/>
Last name	<a href="#">REQUIRED</a>	<input type="checkbox"/>
Email	<a href="#">REQUIRED</a>	<input type="checkbox"/>
Photo	<a href="#">REQUIRED</a> <a href="#">OPTIONAL</a> <a href="#">DISABLED</a>	<input type="checkbox"/>
Phone	<a href="#">REQUIRED</a> <a href="#">OPTIONAL</a> <a href="#">DISABLED</a>	<input type="checkbox"/>

Under **Application form**, you can view the elements meant to collect information from candidates applying through a career site, which the HR Admin has pre-set in the settings. Here, you can choose which fields are **required**, **optional**, or **disabled** to the applicants.

HR Rep Draft Show to agencies













Total: 1 candidates | Created: Less than one hour ago | Hiring team

JOB DETAILS APPLICATION FORM **HIRING TEAM** PROMOTE

**Manage hiring team**

Assign team members to work on this job. Hiring manager has the right to make major decisions as opposed to hiring member who only has the right to review the candidate and provide feedback.

Search for name

	Role Hiring manager	 PERMISSIONS	
	Role Hiring member	 PERMISSIONS	
	Role Hiring member	 PERMISSIONS	
	Role Hiring member	 PERMISSIONS	

# Hiring team

In the **hiring team** tab, you can manage your hiring team. You can **add** new members by searching for their name, and **delete** members by clicking on the **"X"** icon. You can also **edit** your hiring member's permissions to the recruiting process by clicking on **PERMISSIONS**.

HR Rep Draft Show to agencies

**Hiring member permissions**

Here you can check and update the permissions of this role. By default a hiring member can review the candidate and provide feedback. Modified permissions will apply for this team member in this specific job opening only.

**Job openings**

☒ Access to pipeline ☐ Access to job opening configuration

**Candidates**

<input checked="" type="checkbox"/> View and edit candidate details	<input checked="" type="checkbox"/> View attachments
<input checked="" type="checkbox"/> View email attachments	<input type="checkbox"/> Manage attachments
<input checked="" type="checkbox"/> Score candidate	<input type="checkbox"/> Read / write Emails
<input checked="" type="checkbox"/> Create / manage tasks	<input type="checkbox"/> View / create offers
<input checked="" type="checkbox"/> Read / write comments	<input type="checkbox"/> Add candidates
<input type="checkbox"/> Move candidates to another stage	<input type="checkbox"/> Reject candidates
<input type="checkbox"/> Hire candidates	<input type="checkbox"/> Delete candidates

GO BACK SAVE

# JOIN integration

We have partnered with Join to offer you a more extensive recruiting experience through our software. Join has all the major global job boards in one place. To activate JOIN, go to **Settings > Integration > Join** and toggle the switch on. Through this integration, you can publish and promote your job openings on different portals and recognized global job boards such as LinkedIn and Xing. For more information, refer to [this](#) article.

Associate Product Manager for ...

Total: 0 candidates | Created: 2 days ago | Hiring to

JOE DETAILS APPLICATION FORM

Job details

Complete the details of the job opening to hire great

Job title \* Associate Product Manager for Kenjo Custom job URL \* https://6152feae2db51f715ade1745career-site-sandbox.kenjo.io/

Company \* kenjo.io Department Product

Office London Job opening type Full-time

remote

Promote in Join

Job description

Normal B I U G A x<sub>2</sub> x<sup>2</sup> < > < > < > < >

We are looking for a Product Manager to work cross-functionally with our teams and help us in our mission to be Europe's most customer-centric company. If you're a capable Product Manager who's full of team spirit and looking for a new challenge, we want to hear from you!

**Your responsibilities:**

- Lead the end-to-end success of projects from discovery to launch
- Own the product vision and work with our data scientists to create meaningful problem statements.
- Maintain and manage the product roadmap.

+ ADD NEW JOB OPENING

JOB TITLE	COMPANY	OFFICE	DEPARTMENT	CANDIDATES	OPEN SINCE	LAST CANDIDATE	HIRING TEAM
JOIN Associate Product Manager ...	kenjo.io	London	Tech	0	19/10/2021		JA
JOIN Designer	kenjo.io	London	Tech	0	13/10/2021		JA
JOIN Developer	kenjo.io	London	Tech	7	13/10/2021	2 days ago	JA

07

# Candidate profile

The screenshot shows a candidate profile for Daniela Garcia. The top navigation bar includes 'Candidate' and 'Content Marketing Manager'. The candidate's name 'Daniela Garcia' is displayed with a '75% FIT' score and buttons for 'REVIEW', 'MOVE', and 'SCORE'. Below this are tabs for 'OVERVIEW', 'SCORECARDS', 'EMAILS', 'TASKS', 'ACTIVITY FEED', and 'OFFER'. The 'OVERVIEW' tab is active, showing fields for 'First name' (Daniela), 'Last name' (Garcia), 'Email' (daniela.garcia@kenjo.io), 'Phone', 'Origin' (Manually), and 'Source' (INDEED). There is a checkbox for 'Communication consent given' and a text field for '¿Cómo te enteraste de la posición?'. On the right, the 'Other candidates' section shows a table with columns 'NAME', 'STAGE', and 'FIT'. It lists two candidates: Daniela ... (Iera entrevista, 75% FIT) and Sam Cor... (Iera entrevista, - FIT). Below this is an 'Attachments' section with an 'ATTACH FILES' button and a message 'No attachments yet.'. The 'Discussion' section shows two messages from Daniela Garcia dated 11/11/2021 and 10/20/2021, with a 'POST' button at the bottom.

**Candidate Profile: Daniela Garcia**

**75% FIT** [REVIEW] [MOVE] [SCORE]

**OVERVIEW** SCORECARDS EMAILS TASKS ACTIVITY FEED OFFER

English C1

First name \* Daniela Last name \* Garcia

Email \* daniela.garcia@kenjo.io Phone

Origin Manually Source INDEED

☐ Communication consent given

¿Cómo te enteraste de la posición?

**Other candidates** [THIS STAGE] [ALL]

NAME	STAGE	FIT
DG Daniela ...	Iera entrevista	75%
SC Sam Cor...	Iera entrevista	-

**Attachments** [ATTACH FILES]

No attachments yet.

**Discussion** [SETTINGS]

You on Daniela Garcia: 11/11/2021  
@David Sorondo Was hatten Sie von diesem Bewerber?

You on Daniela Garcia: 10/20/2021  
can we have a meeting about this candidate?

Write a comment \*

[POST]

Access the candidate profiles you can find in each of your job openings. You can view the basic candidate information. Here is the starting point for all recruiting actions concerning your candidate, such as emails, scorecards, or making them an offer.

# Scorecards tab

**Daniela Garcia**  
Stage: 1era entrevista  
CONTENT MARKETING MANAGER

75% FIT

OVERVIEW SCORECARDS EMAILS TASKS ACTIVITY FEED OFFER

OVERALL RATING 75% FIT

THOUGHTS ON CANDIDATE

Andreina Bautista rated Daniela Garcia.  
Seems competent

Score candidate

**DG Daniela Garcia**  
Content Marketing Manager

What do you think about this candidate?  
Enter your overall comments here  
Seems competent

Overall recommendation

VERY BAD BAD AVERAGE GOOD EXCELLENT

SAVE SCORECARD

In the **Scorecards** tab, you and your hiring team can rate your applicants. Click on **SCORE**, then enter your **overall comment** and choose an **overall recommendation**. Your colleagues can do the same.

# Email tab

In the **email** tab, you can send direct emails to your candidate, e.g. to invite them to the next interview. Click on **COMPOSE EMAIL** and enter your subject and body. Optionally, you can choose a pre-set email template (see [Settings > Email templates](#)). When you are finished, click on **SEND**. Optionally, you can choose to send the email later. Next to the **SEND** button, you find the option to either **send immediately** or **send later**. Select **send later** and set a time and date.

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The screenshot displays the 'Emails' tab for a candidate named Daniela Garcia. At the top, the candidate's profile is shown with a '75% FIT' score and buttons for 'REVIEW', 'MOVE', and 'SCORE'. Below this is a navigation bar with tabs for 'OVERVIEW', 'SCORECARDS', 'EMAILS' (which is active), 'TASKS', 'ACTIVITY FEED', and 'OFFER'. A 'COMPOSE EMAIL' button is highlighted with a green box. Below the button is a table of email history with columns for STATUS, SUBJECT, FROM, and DATE. The first entry shows a checkmark status, the subject 'Next Interview', and is from Andreina Bautista. An arrow points from the 'COMPOSE EMAIL' button to the 'Email composer' modal window. The modal has fields for 'To' (daniela.garcia@kenjo.io), 'Subject' (Next Interview), and a 'Select template' dropdown. It also features a rich text editor with various formatting options. At the bottom of the modal, there is a 'Send immediately' dropdown menu and a 'SEND' button, both highlighted with green boxes.

Daniela Garcia  
Stage: 1era entrevista  
CONTENT MARKETING MANAGER

75%  
FIT

REVIEW MOVE SCORE

OVERVIEW SCORECARDS EMAILS TASKS ACTIVITY FEED OFFER

COMPOSE EMAIL ONLY THIS JOB OPENING ALL

STATUS	SUBJECT	FROM	DATE
✓	Next Interview	Andreina Bautista <Hiring manager>	9:46 AM

Email composer

To: daniela.garcia@kenjo.io Cc: Bcc

Subject \*  
Next Interview

Select template

Body \*

B I U G [Icons] Normal + [Icon]

Dear Ms. Garcia,

We would like to invite you to the next round of interviews. Would May 20 at 10:30 am suit you? Please let me know by the end of this week.

Best,  
Andreina Bautista

ATTACH FILES ADD SIGNATURE

Send immediately ▾ SEND

Daniela Garcia  
 Stage: 1era entrevista  
 CONTENT MARKETING MANAGER

75%  
FIT

REVIEW MOVE SCORE

OVERVIEW SCORECARDS EMAILS **TASKS** ACTIVITY FEED OFFER

NEW TASK OPEN DONE ALL

2. Interview 05/27/2022	Assignee: Andreina Bauti... Creator: Andreina Bauti...	
Realizar primera entrevista 05/01/2022	Assignee: Andreina Bauti... Creator: Andreina Bauti...	
Invitar a segunda entrevista 05/20/2022	Assignee: Andrea Rivs Creator: Andreina Bauti...	
Mandar caso de estudio 05/06/2022	Assignee: Amanda John Creator: Andreina Bauti...	

# Tasks tab

In the **tasks** tab, you can create and assign tasks to yourself or your team members concerning the recruiting process, such as "2. Interview". Click on **NEW TASK**, choose a **title**, **due date**, and an **assignee**. Then, click on **ADD**.

NEW TASK OPEN DONE ALL

Write a task title

Due date

Assignee: Andreina Bauti...  
Creator: Andreina Bauti...

CANCEL ADD

# Activity feed

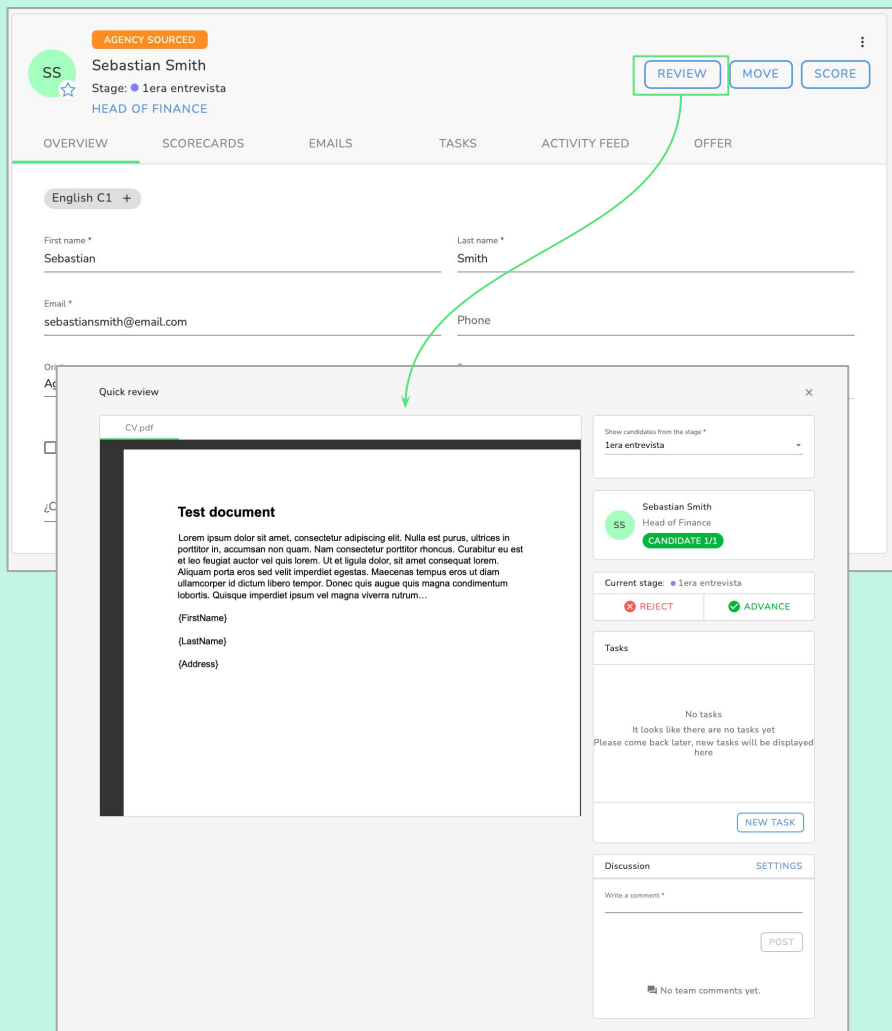
The screenshot displays a user profile for Daniela Garcia, a Content Marketing Manager, in a recruitment system. The profile header shows a green circular avatar with 'DG', the name 'Daniela Garcia', and the stage '1era entrevista'. A progress bar indicates 75% completion for the 'FIT' stage. Action buttons for 'REVIEW', 'MOVE', and 'SCORE' are visible. Below the header is a navigation bar with tabs: OVERVIEW, SCORECARDS, EMAILS, TASKS, ACTIVITY FEED (highlighted), and OFFER. The activity feed lists several actions:

- Andreina Bautista added Andreina Bautista as a for the job opening Content Marketing Manager . (05/21/2021)
- You added Anna Purt as a for the job opening Content Marketing Manager . (07/07/2021)
- Daniela Garcia applied to Content Marketing Manager . (07/07/2021)
- You added Santiago Acoste as a for the job opening Content Marketing Manager . (08/13/2021)
- You added Amanda John as a for the job opening Content Marketing Manager . (08/13/2021)
- You added Andrea Rivs as a for the job opening Content Marketing Manager . (08/13/2021)
- You added Alicia Smith as a for the job opening Content Marketing Manager . (09/03/2021)
- You on Daniela Garcia: (10/18/2021)

At the bottom, there is a notification: '@Andreina Bautista check this profile'.

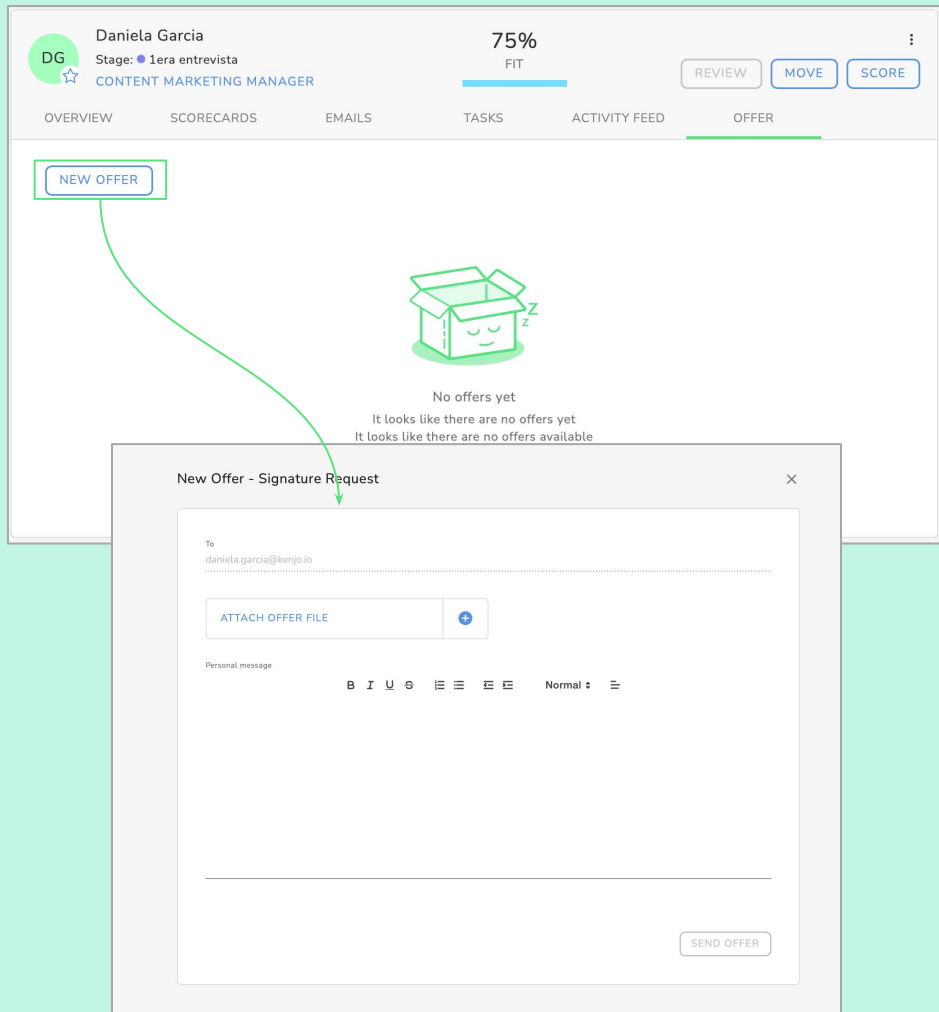
In the **Activity** feed, you can view all past activities in the recruiting process with your candidate, e.g. when the candidate applied and what documents have been uploaded. This can be very helpful, as you don't have the risk of repeating actions.





# Review button

The **Review** button gives you the option to view the most important candidate details at once. You can view uploaded documents, the position the candidate is applying for, and what recruiting stage they are currently in, for example. You can also **REJECT** or **ADVANCE** the candidate to the next stage.



# Make an offer

When you have decided that your candidate fits your position, you wish to hire them, and the **digital signature** feature is activated in your account, you can make them an offer in the **Offer** tab. If your account does not have this feature activated, you will not see this tab. Click on **NEW OFFER**, then attach an offer file and enter a personal message. Then, click on **SEND OFFER**.

# Hire, reject or remove candidates

AGENCY SOURCED

SS Sebastian Smith  
Stage: 1era entrevista  
HEAD OF FINANCE

REVIEW MOVE SCORE

Other candidates

STAGE 1era entrevista

TAG Agency

English C1 +

First name \* Sebastian  
Last name \* Smith  
Email \* sebastiansmith@email.com  
Phone  
Origin Agency Source Gabriela

☐ Communication consent given

¿Cómo te enteraste de la posición?

Convert to employee  
Reject from this job opening  
Reject and send email  
Remove from this job opening  
Delete permanently

Discussion

Write a comment \*

No team.com

If you wish to hire, reject or remove a candidate, click on the **three dots** at the top of the candidate card. Here, you have different options: Convert to employee, Reject from this job opening, Reject and send email, Remove from this job opening, or Delete permanently. For further information on what each of these options imply, refer to [this article](#).



**K E N J O**

Should you need further help, feel free to visit our [Helpcenter](#)  
or send us an email to [support@kenjo.io](mailto:support@kenjo.io)